



# ONBOARDING CHECKLIST

## *New Employees*

### BEFORE THE START DATE

- Upon receiving email with offer letter from Human Resources (HR), reply-all that you accept the position
- Email HR the following information: date of birth, legal first and last names, middle initial (if applicable), and preferred first name (i.e. Bob vs. Robert)
- Inform supervisor of your preferred name (important for ordering name badge, business cards, etc.)
- Share photo and interests outside of work with supervisor so they can share it with the team
- Inform supervisor of any accommodations you may need, if applicable
- Complete new hire [paperwork](#)- look under “New Employee Forms”
- Read the [staff handbook](#) (A paper copy is also available in HR upon request.)
- Apply for a [parking permit](#) (Insurance and VIN number not needed)
- Visit St. Olaf HR [New Employees webpage](#) to learn important information
- Activate your St. Olaf email account
- Read about [the Ole Card](#) and what it does for you. In order to obtain your Ole Card, you must first upload a photo following [these guidelines](#).
- Stay in touch with supervisor and confirm:
  - Start date and time
  - Location of where to meet
  - Where to park
  - Dress code
  - Lunch plans on first day

### FIRST DAY

- Complete [new hire paperwork](#)
- [Parking](#) - park anywhere on campus where “Visitor” is indicated
- Review the email confirmation from the Parking Office ([parking@stolaf.edu](mailto:parking@stolaf.edu)) that your permit is ready and pick up your permit at the location specified in the email.
- Obtain photo ID/Ole Card at the Buntrock Office (Buntrock Commons, office 7) or the Buntrock Information Desk per email received that ID is ready for pick-up
- Obtain office keys from supervisor
- Record hours worked in [Time Entry System](#), if applicable

## FIRST WEEK

- Meet daily with team member/supervisor to ask questions
- Review job responsibilities, expectations, priorities, etc. with supervisor
- Complete the college [required training modules](#)
- [Opt-in](#) to electronically receive W-2 and 1095C tax forms, done in [Employee Self-Service](#) portal
- Log into [Stofaces](#) to:
  - Review your directory settings
  - Set up your office voicemail
  - Sign up for the Ole Alert emergency alert system
- Meet with employees who report to you, if applicable
- Pick up parking permit (if not done on first day)
- Read [staff handbook](#)
- [Apply for credit card](#), if applicable
- Tour campus with department team member, if applicable
- Start the [St. Olaf driver training process](#), if applicable
- Learn about employee membership at the [Tostrud Recreation Center](#)
- Check in with supervisor at end of first week

## FIRST 30 DAYS

- Meet weekly with supervisor to touch base, review and clarify performance objectives, discuss project updates and priorities, and ask questions
- Complete the college [required training modules](#), if not already done
- Complete Chemical Safety and Employee-Right-to-Know safety trainings, if applicable (All Facilities, Public Safety, Chemistry, Biology and Arts Associates, Stockroom Managers, and Technicians)
- Complete Bloodborne Pathogens (BP) training, if applicable (Custodians, Coaches, Public Safety, Residence Life, Athletic Trainers)
- Obtain Hepatitis B vaccine (for employees who complete BP training), additional information is given at BP training
- [Activate your LinkedIn Learning account](#) to access a vast library of courses for professional development
- Discuss completed training, future training, and professional development opportunities with supervisor; sign up for training, if applicable
- Attend benefits orientation at scheduled time noted in offer letter, if applicable
- Schedule a follow up meeting with HR to enroll in benefits, if applicable
- Connect with the St. Olaf community - consider attending chapel, lectures, luncheons, networking events, etc.
- Meet with division Vice President
- Review policies and procedures within your department and campus-wide

## 30 DAYS TO 1 YEAR

- Continue to meet regularly with supervisor to:
  - Touch base and ask questions
  - Discuss project updates and priorities
  - Review and clarify performance objectives
  - Cover progress and expectations
- Complete the college [required training modules](#), if not already done
- Complete [One Month Ole Onboarding Check-In](#)
- Schedule Two Month Ole Onboarding Check-In with HR
- Complete [90-day evaluation](#) for new employees; discuss with supervisor OR send to HR office if you do not feel comfortable discussing with supervisor
- Review Individual Development Planning (IDP) process
- Share ideas with supervisor and/or team for improving operations, strategies, work and/or culture
- Attend training and professional development courses, if applicable
- Continue to connect with St. Olaf community
- Review [yearly review process](#)